CITY OF BELOIT
ARPA PROGRAM OVERVIEW

Non-Profit Building and Facility Improvements

February 2023

Non-Profit Building and Facility Improvements $800,000

A. Funding Requests

- Minimum Request Amount: $200,000
- Maximum Request Amount: $800,000

B. Eligible Projects

Eligible projects may include building and facility improvements for non-profits located and operating within the City of Beloit.

To be considered for funding under this Notice of Funding Opportunity (NOFO), eligible projects will:

1. Be able to begin construction no later than November 1, 2023, and conclude no later than June 30, 2026.

2. Create significant positive impacts on the surrounding neighborhood and broader community.

C. Eligible Organizations

Organizations eligible for funding under this RFP must:

1. Be a certified non-profit and able to provide the following documentation:

   - IRS 501c3 letter
   - Articles of Incorporation
   - Agency Bylaws
   - Board of Directors roster
   - Organizational chart
   - Authorization to request funds

2. Provide services within the City of Beloit to City of Beloit residents

D. Eligible Expenses

1. Direct construction costs for the improvement of non-profit building and facilities located within the City of Beloit shall be eligible under this NOFO.

2. Up to fifteen percent (15%) of the total grant award may fund design and engineering expenses. Design and engineering service contracts must be competitively bid.

3. Subrecipients may request an advance on up to ten percent (10%) of the total grant award for design and engineering services.

4. Funds may not be requested for payment of work that was initiated prior to receipt of the grant award letter (includes design and engineering costs).

E. Reporting Requirements

All subrecipients shall submit Quarterly Reports using the template provided by the City of Beloit. Quarterly Reports can be submitted online through Neighborly, or fillable PDFs will be available on the City's website or can be obtained from the Grants Administrator.

The primary purposes of Quarterly Reports are to consistently and effectively communicate to Beloit City Council and the public the use and impacts of ARPA funds within the community, and to monitor and ensure timely expenditure of ARPA funds to efficiently address community needs.

1. **The following information will be collected through Quarterly Reports:**

   * Details on any new contracts and subcontracts entered within the reporting period;
   * An activity summary status update detailing the status of project activities and budget expenditures relative to the schedule submitted in the application and included within the subrecipient scope of services; and
   * A budget overview detailing the amount of ARPA funds expended to date and the remaining balance.

2. **Reporting Schedule**

Quarter	Dates	Due Date
YEAR 1		
Quarter A	June 1, 2023 – September 30, 2023	October 15, 2023
Quarter B	October 1, 2023 – December 31, 2023	January 15, 2024
Quarter C	January 1, 2024 – March 30, 2024	April 15, 2024
Quarter D	April 1, 2024 – June 30, 2024	July 15, 2024
YEAR 2		
Quarter E	July 1, 2024 – September 30, 2024	October 15, 2024
Quarter F	October 1, 2024 – December 31, 2024	January 15, 2025
Quarter G	January 1, 2025 – March 30, 2025	April 15, 2025
Quarter H	April 1, 2025 – June 30, 2025	July 15, 2025
YEAR 3		
Quarter I	July 1, 2025 – September 30, 2025	October 15, 2025
Quarter J	October 1, 2025 – December 31, 2025	January 15, 2026
Quarter K	January 1, 2026 – March 30, 2026	April 15, 2026
Quarter L	April 1, 2026 – June 30, 2026	July 15, 2026 – Final Performance Report

F. Requesting Payment

Subrecipients shall submit Requests for Payment on a quarterly basis to accompany the associated Quarterly Report. Requests for Payment (also called Draw Requests) can be submitted online through Neighborly, or fillable PDFs can be obtained on the City's website or from the Grants Administrator.

Subrecipients will have three (3) options for the process by which they will request and report on expended ARPA funds. The three (3) methods are:

1. **Advance Payment Method (Advance and Reconcile)**

   a. Initial Payment
      An initial payment will be processed in an amount equal to the first quarter's cash requirements as reflected in the Advance Payment Requirements Forecast (Cash Budget) Form submitted with the Subrecipient's application. The initial payment will be processed upon execution of the Subrecipient's Grant Agreement.

   b. Requests for Payment
      Subsequent payments will be based on each quarterly Request for Payment and Reconciliation Report submitted by the Subrecipient, and will be adjusted up or down, based on a comparison of actual cumulative expenditures to cumulative advance payments, to date.

   c. Reconciling Expenses
      - Subrecipients must submit a Reconciliation Report with supporting documentation each quarter with the corresponding Quarterly Report to justify expenditures paid with previous Advance Payment of ARPA funds.
      - Reconciliation Reports must include only allowable incurred costs that have been paid by the Subrecipient using ARPA funds.
      - Subrecipients that do not expend all advance payment amounts by the end of the Award term or that are unable to demonstrate that all incurred costs were necessary, reasonable, allowable, or allocable as approved in their respective budget, must return the funds within 45 days.

   d. Correcting Issues that Arise (if applicable)
      - Failure to abide by advance payment requirements may result in Subrecipient losing their right to advance payments.
      - The City reserves the right to require that Requests for Advance Payment be submitted on a more frequent basis if deemed necessary.

2. **Reimbursement Method**

   a. <u>Requests for Payment</u>
- The City of Beloit will disburse payments to Subrecipient based on actual allowable costs incurred as reported in the Quarterly report and Request for Payment submitted for the respective quarter.
- Requests for Payment must include only allowable incurred costs that have been paid by the Subrecipient using ARPA funds.
   - Subrecipients will be required to submit supporting documentation for their requests.

3. **Working Capital Advance Method**

   a. <u>Initial Payment</u>
- The City of Beloit will advance construction capital payments to the Subrecipient to cover their initial disbursement needs, not to exceed half of their total grant award.
- Construction Capital Advance Payments are limited to a single occurrence per grant term, and are intended to assist in covering significant upfront costs which are necessary for project success.
- Construction Capital Advance Payment Requests must be submitted by the Subrecipient with supporting documentation which justify the requested amount and clearly identify intended use(s) of funds.

   b. <u>Reconciling Expenses</u>
Subrecipients must submit quarterly Reconciliation Reports with supporting documentation for each of the one or two quarters covered by the Working Capital Advance.

   c. <u>Requests for Payment</u>
- Following the initial working capital advance payment, Subrecipients will be paid via advance or reimbursement method as appropriate.
- Upon receipt of a Request for Payment, City of Beloit building officials will schedule an inspection. Payment will not be disbursed until all necessary inspections have been completed and certified by COB building official(s).

Subrecipients that do not select either the Advance Payment Method or the Construction Capital Advance Method will automatically default to the Reimbursement Method. Subrecipients selecting the Advance Payment Method, or the Construction Capital Advance Payment Method must complete the Advance Payment Request Cash Budget Template as described in the procedures above.

G. Oversight and Monitoring

Subrecipient must take measures to ensure that City has access to all related files, financial management system, financial records, and information for audit and oversight purposes that demonstrates to the satisfaction of City that the subrecipient is in compliance with 24 C.F.R. Part 214 and the requirements of this Grant Agreement.

1. **Monitoring**

    - An initial monitoring visit will be scheduled for approximately six (6) months from execution of the subrecipient grant agreement.
    - Following the initial 6-month assessment, monitoring visits shall be conducted by City of Beloit grants administration staff each June/July to ensure continued compliance with program administrative and financial requirements, and the timely expenditure of ARPA funds.
    - A checklist detailing all materials which must be readily available for monitoring shall be sent to all subrecipients at least thirty (30) days prior to their monitoring visit.
    - A summary of any findings, concerns and recommendations shall be sent to subrecipients within thirty (30) days of monitoring completion.

2. **Compliance/Oversight**

    - Subrecipients must cooperate with all City oversight activities, requests for access to facilities, requests for information, including, but not limited to, complete files, financial data, financial management system, and data.
    - Oversight may include, but is not limited to, on-site or remote audit and/or review of financial records, on-site or remote review of the financial management system, and/or on-site or remote performance reviews by City staff or designee.

Non-Profit Building and Facility Improvements

1. Schedule

- Application materials will be made available on March 7, 2023.
- Completed applications are due no later than 4:00pm CST on March 28, 2023.

2. Submitting an Application

Applications should be submitted using the online program Neighborly, with the link provided below. Applicants new to Neighborly will need to set up an account using a valid email address in order to access to the online application.

https://portal.neighborlysoftware.com/beloitwi/Participant

For applicants choosing not to use the Neighborly portal to submit their application, copies may be obtained on the third floor of Beloit City Hall (100 State Street) or by contacting the Grants Administrator at mcbridem@beloitwi.gov or (608) 364-6738.

3. Required Application Contents

To be considered a complete application, the following information must be submitted before 4:00pm CST on March 28, 2023:

- Completed application for funding
- Complete budget detailing proposed use of ARPA funds
- IRS 501c3 letter
- Articles of Incorporation
- Agency Bylaws
- Board of Directors List
- Agency organizational chart
- Designation of authorized official
- Authorization to request funds
- Most recent completed financial audit

4. Applicant Presentation Required

In order to be considered for funding, all applicants must present their application at a joint meeting of the Beloit City Council and Community Development Authority. A presentation schedule will be sent in advance of the meeting to all agencies that submitted an eligible application.

This meeting will take place on **April 10, 2023** and will be hosted as an all-day workshop.

5. Evaluation Criteria

This Program is intended to assist local agencies in funding significant, transformational projects that help neighborhoods and provide long-term benefits to the neighborhood. A goal of the program is to enable high-impact projects needing significant upfront investments to achieve long-term goals.

A. **The most successful applicants will demonstrate the following:**

1. Financial need and leverage of outside funding sources.

2. Project will create significant and meaningful impact for the neighborhood in which the building/facility is located, as well as the broader Beloit community.

3. Be able to begin construction no later than November 1, 2023, and conclude no later than June 30, 2026.

4. Project supports efforts to recover from the negative impacts of the COVID-19 pandemic.

5. Project would enable better outcomes for individuals.

B. **Applications will be evaluated and scored against the following criteria:**

Narrative and Budget Questions

1. <u>Need for the Project</u> – The purpose of this section is to identify the issue or need that the project will address. Provide documentation that clearly identifies the need for this project. Projects should keep in mind that part of the intent of ARPA funds is to recover from impacts of COVID-19.

2. <u>Meeting the Need</u> – The purpose of this section is to explain how the project meets an identifiable, quantifiable community need. Describe how the project will meet the need/issue described in Section A: Need for the Project.

3. <u>Timing</u> – The purpose of this section is to demonstrate how the agency will complete the scope of services within the expenditure period.

4. <u>Budget</u> – The purpose of this section is for the applicant to provide a detailed budget identifying proposed uses of ARPA funds.

5. <u>Other Funding</u> – The purpose of this section is to identify matching funds being leveraged to carry out the proposed program. Matching funds are not required, but are encouraged. Please use this section to describe and document any other sources of investment, both public and private, in this program.

6. <u>Qualified Census Tracts/NRSA Neighborhoods</u> – The purpose of this section is to assess and award additional points if the project is located within and/or primarily serving a QCT and/or NRSA neighborhood.

Organizational Capacity

1. <u>Agency Capacity</u>– The purpose of this section is to evaluate the experience the agency has with similar projects, federal/state grant funding, and any audit/other findings or concerns.

2. <u>Staffing Capacity</u> – The purpose of this section is to evaluate the experience of agency staff and capacity with federal/state funding, financial management, and record-keeping.